

Meeting Schedule Time:	02:30 pm	Starting Time:	03:00 pm
Meeting of Principal and HoDs	Meeting No. 03	Held on	13/07/2021

Members Present: Dr. Rohini Kelkar, Prof. Vijay Gawde, Dr. Lakshmi Kavitha, Dr. Poonam Mirwani, Prof. Sandip Khandekar, Prof. Swagatika Nanda, Prof. Prathma Nemane, Prof. Anindita Banerji, Prof. Sindhu Krishnan, Prof. Santosh Gupta, Prof J Gunsundari and Prof. Rumeli Sharma.

Faculty Members Absent: NIL

General: -

Sr. No.	Minutes of Meeting	Resp.	Target Date
1.	Principal must be informed for every parent's teacher meeting. The meeting must be planned and executed systematically.	All	
2.	VAC for first year students must proposed and planned in collaboration with the committee.	Rumeli Sharma	
3	Lecture adjustments (first lecture) must be informed one day prior to avoid mayhem.	All	
4	Visiting faculties will attend AAP workshops and as per their appointment letters are abided to complete all academic tasks.	All	
5	Faculties must accept lecture adjustments whenever required and shall be prepared with study materials or activities.	All	
6	All subject teachers must report on time for all lectures.	All	
7	HoD shall report to the principal if any faculty reports late to lectures continuously including visiting faculties.	HoDs	
8	New recruiters can concentrate on academics in this semester. Co-curricular activities can be handled by experienced faculties.	HoDs	

*Dakell*  
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